

COLUMBUS STATE

COMMUNITY COLLEGE

COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Pete Grimes Board Room
January 21, 2016

MINUTES

Present: Michael E. Flowers, Chair
Dianne A. Radigan, Vice-Chair
Jami S. Dewolf, Board
Valoria C. Hoover, Board
Richard D. Rosen, Board
Poe A. Timmons, Board
Kirt A. Walker, Board
Dr. David T. Harrison, President
Dr. Jack Cooley, Senior Vice President
Terri Gehr, Senior Vice President and
Chief Financial Officer

Kimberly Hall, Vice President and
General Counsel
Allen Kraus, Vice President
James Beidler, Interim Vice President
Dr. Karen Wells, Interim Vice President
Cecelia Glackin, Ex Officio Student
Michael Hicks, Ex Officio Staff
Kevin James, Ex Officio Faculty
Jackie DeGenova, In-House Counsel

Absent: Catherine M. Lyttle, Board; and Robert P. Restrepo, Jr., Board

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees, Committee of the Whole, was held on Thursday, January 21, 2016, in the Pete Grimes Board Room of Franklin Hall at Columbus State Community College. The meeting was called to order by Chair Michael E. Flowers at 12:17 p.m.

ROLL CALL:

Present: Michael E. Flowers, Chair
Dianne A. Radigan, Vice-Chair
Jami S. Dewolf
Valoria C. Hoover
Richard D. Rosen
Poe A. Timmons
Kirt A. Walker

DAVID T. HARRISON Ph.D. **PRESIDENT**

CERTIFICATION OF COMPLIANCE:

President Harrison advised that the record should show that notice of this meeting has been given in accordance with Section §121.22(F) of the Ohio Revised Code.

COLLEGE'S MISSION AND VISION STATEMENTS:

Trustee Rosen read the College's Mission and Vision Statements.

OPENING REMARKS FROM CHAIR FLOWERS:

Chair Flowers welcomed everyone in attendance. He reflected on the legacy of Dr. Martin Luther King, Jr. and expressed his hopes that everyone had an opportunity to celebrate and commemorate the occasion.

APPROVAL OF MINUTES:

Member Hoover moved, Member Timmons seconded, that the minutes of the regular meeting of the Board of Trustees, Committee of the Whole, held on Thursday, November 12, 2015, be approved as presented.

A vote was taken which resulted in:

AYES: Members Flowers, Radigan, Hoover, Rosen, Timmons, Walker

NAYS: None

ABSTAIN: Dewolf

REPORT OF INDEPENDENT AUDITORS ON THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2015:

Ms. Terri Gehr introduced Ms. Aletha Shipley, Controller and Deputy Treasurer, who leads the work of the audit process along with her team: Ms. Jan Ellis, Assistant Controller, and Ms. Ann Helfrich, Supervisor. Ms. Gehr expressed her appreciation for their extraordinary work and dedication.

Ms. Shipley outlined details of the audit for the fiscal year ending June 30, 2015. She noted two significant changes to this year's audit: selection of new independent auditors for the College and the Foundation; and the implementation of Governmental Accounting Standards Board Statement No. 68 (GASB 68). The College's audit was conducted by independent auditors, Plattenburg & Associates, and the Foundation's audit was conducted by independent auditors, Rea & Associates.

For the first time in ten years, the College and the Foundation's audits were conducted by separate audit firms. The results of the audit of the Foundation are incorporated into the report issued by Plattenburg & Associates for the College.

Mr. Greg Hughes, CPA, Plattenburg & Associates, provided an overview of the audit process and their work product for the year ended June 30, 2015. Mr. Hughes stated that the auditors did not identify any deficiencies in internal control that they consider to be material weaknesses.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

REVISED FISCAL YEAR 2016 OPERATING BUDGET:

Ms. Terri Gehr explained the revised FY16 Operating Budgets for the College's General Fund and the Auxiliary Fund.

General Fund

Revenues. The College's final FY 2016 state subsidy allocation is \$1.68 million higher than the estimate included in the budget passed by the Board of Trustees in May 2015. During that budget planning period, the State's FY16-17 operating budget had not been finalized. Subsequently, the Ohio Department of Higher Education adjusted its projections twice and the allocations were finalized in December 2015.

Enrollment was budgeted for FY 2016 at 5% lower than the prior year. Autumn 2015 enrollment was 2.1% more than Autumn 2014 and Spring 2016 is trending approximately 1.5% above last year. Summer 2016 enrollment, part of which is accounted for in this fiscal year, remains budgeted comparable to Summer 2015. Based on these actual and updated enrollment assumptions, tuition revenue in the revised FY 2016 budget is projected to be \$1.8 million above the operating budget approved by the Board in May.

Coupling revised state subsidy, tuition revenue, and other revenue sources, the proposed revised FY 2016 revenue budget totals \$139.1 million (line m) or \$3.5 million (2.6%) more than originally budgeted

Expenses. FY 2016 expense priorities continue to include enhancing strategic enrollment recruitment and management, including the introduction of activities designed to enroll high school students in *College Credit Plus* classes as full-time students upon high school graduation; increasing awareness of Columbus State as the high quality, affordable pathway in the region; improving retention through a redesigned academic advising program, orientation, and student success projects; establishing a one-stop welcome center for students to make it easier to become a Columbus State student; and maintaining and upgrading our technology infrastructure.

Strategic Allocations: Higher-than-budgeted revenues provide an opportunity to fund the following:

Technology. An allocation of \$1.8 million from this year's revenues will give the College the opportunity to meet several technology needs, including the conversion to the enterprise system vendor's supported database, system updates for a new student placement testing approach, and a down-payment on the College's annual technology infrastructure needs which cost \$3.5 million annually to maintain.

The College avoided passing special technology fees on to students in order to fund annual technology infrastructure needs by using FY15-16 state capital funds for this purpose while it explored new revenue streams necessary to provide for these annual operational expenses.

Leveraging Assets. Columbus State collaborated with neighborhood stakeholders during its master planning process and has continued to do so since the adoption by the Board of Trustees in July 2013 of a master plan designed to advance the College's goals of student success, workforce development and civic engagement. The aspirational plan envisions a modernized, greener and more vibrant neighborhood in which the Columbus campus resides. The Board recognized in adopting the plan that it would require active engagement of a variety of stakeholders and investors for the plan to be realized over time.

Neighborhood stakeholders and the City of Columbus have invited the College to assume leadership for creating and leading the implementation of an investment plan. The City of Columbus is considering a \$300,000 commitment – \$100,000/year for 3 years – to provide resources for a leadership infrastructure. Columbus State is well-positioned to provide such leadership, and by setting aside a \$300,000 match, the College demonstrates its commitment to establish a framework within which it can work closely with stakeholders to create and implement an investment plan for the Columbus campus neighborhood. These monies will not be spent until the Board of Trustees formally adopts a plan of action.

Auxiliary Fund. Total revenues for auxiliary enterprises are projected to be \$39,334 or 1.3% lower than originally budgeted. Even though enrollment is higher than initially budgeted, revenues are trending lower largely due the College's continued textbook affordability and digitization initiatives. Operating and miscellaneous expenses are projected to essentially equal the original budget. The auxiliary fund is expected to balance within the revenues the enterprises are projected to generate.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

**FINANCIAL STATEMENTS AS OF, AND FOR THE SIX MONTHS ENDED
DECEMBER 31, 2015:**

Ms. Gehr reported on the College's financial statements as of, and for the six months ended December 31, 2015.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

LOW ENROLLMENT COURSE REPORT:

Dr. Harrison presented a Resolution to approve the Report on Low Enrollment Courses required by the Ohio Department of Higher Education. In order to comply with this directive and in keeping with the Chancellor's recommendation regarding low enrollment courses, a report was developed for the Board of Trustees' review. Course enrollment data for a period of two academic years were compiled and reviewed by the Deans and Department Chairs, the Senior Vice President for Academic Affairs, and the Director of Institutional Effectiveness.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

COLLEGE CREDIT PLUS ALTERNATIVE PAYMENT STRUCTURE:

Dr. Harrison presented the Resolution to approve the College Credit Plus Payment Structure. He explained the standard default payment structure for tuition, textbooks, and fees applicable to secondary schools and institutions of higher education.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

EXECUTIVE SESSION:

Member Radigan moved, Member Hoover seconded, that the Board of Trustees adjourn to Executive Session according to Ohio Revised Code §121.22 to discuss security arrangements and emergency response protocols.

A vote was taken which resulted in:

AYES: Members Flowers, Radigan, Dewolf, Hoover, Rosen, Timmons,
Walker

NAYS: None

The regular meeting of the Board of Trustees reconvened from Executive Session at 2:09 p.m.

There being no further items to come before the Committee, the meeting was adjourned at 2:09 p.m.



David T. Harrison, Ph.D.
Secretary, Board of Trustees